

Change Job Change Worker's Hours Quick Reference Guide

12.30.14

Type the employee's name in the Search Box.

Click Related Actions > Job Change > Transfer, Promote or Change Job.

Click the Red Asterisk to open the fields.

REQUIRED FIELD	DEFINITION	COMMENT
Team	Click Start if the employee is not changing manager, team or location.	
Reason	Worker Type Change	
Effective On	Defaults to next pay period for salary employee Defaults to the next Monday for weekly employees	
Job	Make any changes if appropriate or click Next if no changes are required	
Location	Click the Red Asterisk to open the fields.	
Scheduled Weekly Hours	Update hours as appropriate.	This is the ONLY field that should be changed to reflect the worker's hours
FTE	Verify the FTE percent matches the number of hours entered.	FTE% equals the number of hours (hours/40) for this position as a percent over 40
Details – Administrative	Change the Time Type from Full Time to Part Time if applicable.	
Attachments	Click Next	
Organizations	Verify the Cost Center is correct.	
Compensation	Verify there is no change in compensation.	
Housing	Click the minus sign to close this section if no housing allowance is required.	This field automatically opens. It must be closed.
Stipend	Click the minus sign to close this section if no stipend is required.	This field automatically opens. It must be closed.
Comment	Inform the approver what has been updated.	

Review the details and make any changes as appropriate.

Do **NOT** change the Default Weekly Hours. The FTE% reflects the number of hours (hours/40), not the Default Weekly Hours.